

Center for Educational Performance and Information (CEPI)

Michigan Student Database System (MSDS)

Collection Details: Early Childhood

**This Manual is for the
2008-2009 School Year**

Questions?
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Introduction

The Michigan Student Data System (MSDS) has been developed to keep up with the changing demand and uses for student data. The MSDS application is used for the collection of student level data for state and federal reporting. The MSDS will be used alongside the Single Record Student Database (SRSD) for the remainder of the 2008-2009 school year and will replace the SRSD in 2009-2010. Previously, early childhood (EC) data were submitted in the SRSD. Now, the MSDS will be used to collect these data. Data collected in this system are vital to district success.

Whom do we report?

Any child receiving services through your agency or program that is funded through the state of Michigan will need to be reported. As not all program types listed are funded, you do not need to report data for all programs. We encourage you to report all children, but only children participating in the Great Start Readiness Program* (GSRP) and Great Parents/Great Start (GPGS) program are required to be reported.

When do we report?

The early childhood collection is open all year so that you can update your student participation and program data at any time. The early childhood program year runs from October 1 through September 30. The Michigan Department of Education, Office of Early Childhood Education and Family Services will take "snap shot" reports periodically. For the 2008-2009 program year, there are three scheduled reporting periods:

March 15, 2009: (February 11 snapshot) Please report data for children receiving services from October 1, 2008 through February 11, 2009. You may enter and certify data through March 15 to have them included on this report.

July 15, 2009: (June 30 snapshot) Please report all new enrollments, changes to services and exits for children receiving services from February 12, 2009 through June 30, 2009. You may enter and certify data through July 15 to have them included on this report.

October 15, 2009: (September 30 snapshot) Please report all new enrollments, changes to services and exits for children receiving services from July 1, 2009 through September 30, 2009. You may enter and certify data through September 30 to have them included on this report.

Please note that once a child has been enrolled in a program, you do not need to submit a new record for him/her until there is a change in the child's data. For example you may need to update the child's address or other demographic information, exit him/her from the program when the child is no longer participating or enroll the child in another program or service. If there are no changes or corrections for the child since the last reporting period, his/her status will continue to be reported in the following periods.

The following table gives an overview of the early childhood programs and corresponding reporting periods for each.

Program Type	R – Required O – Optional		
	Report Period		
	Feb	June	Sept
Great Start Readiness Program* (GSRP)	R	R	R
Head Start	O	O	O
Title I Preschool or Services	O	O	O
Child Care	O	O	O
Even Start Family Literacy Program	O	O	O
0-3 Secondary Prevention	O	O	O
Early Head Start	O	O	O
Great Parents/Great Start (GPGS)	O	O	R
Tuition-Based Preschool	O	O	O
"Other"	O	O	O

**formerly the Michigan School Readiness Program (MSRP)*

How do we report?

The MSDS allows data to be added to your collection staging area either by a file upload or by manual entry. Only Extensible Markup Language (XML) files are accepted for upload to this collection. A copy of the XML schema and a sample XML file are available on the MSDS Early Childhood page of the CEPI Web site. Please refer to the MSDS Training Manual for more detail about MSDS file requirements and general instructions for using the system. The manual can be accessed through the MSDS by clicking the "User Guide" link at the top of the MSDS application:



It can also be accessed directly at http://www.mi.gov/documents/cepi/MSDS_TrainMan_248741_7.pdf. Additional training information is available through the Michigan Student Data System page of the CEPI Web site. (<http://www.mi.gov/cepi>)

This collection is transactional, meaning data may be certified as often as you would like to update your data. Each time the staging area data are certified the entries from the Staging Area are moved to the official state database. We recommend that you run all of the reports and download the data set before each certification.

How do we get help?

If, after reviewing the available training materials, manuals and other documentation on the CEPI Web site, you still have questions, please contact us for assistance.

For questions about MSDS or characteristics that list CEPI in the contact section of the description, please contact CEPI customer support via e-mail at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension), entity code or agreement number and district/program name (if applicable) along with your message.

For questions about individual characteristics or programs, please contact the listed contact or the MDE Office of Early Childhood Education and Family Services at (517) 373-8483.

Definitions

Agreement Number

The agreement number (formerly referred to as the recipient code) is used by the Michigan Electronic Grant System (MEGS) and the Grants Coordination and School Support Office of the Michigan Department of Education. This number is stored in the Educational Entity Master (EEM) and is used in MSDS for entity identification when no entity code (district or building) is available.

Business Rules

Business rules refer to validation and quality assurance requirements specific to the characteristic, similar to the "Programming Edits" section in the SRSD Data Field Descriptions. These rules are used to "error check" at both the file and record-level.

Certification

Certification is the process wherein a responsible user reviews and ratifies data within a given collection, indicating that to the best of his/her knowledge the data are accurate and complete. This process includes the opportunity for the user to review data and/or summary reports. The act of "certifying" a collection officially submits the data to the State for that collection.

Characteristics

In the SRSD, fields were used. The MSDS calls these data elements "characteristics." Many of these characteristics correspond to individual fields in the SRSD and some are new.

Characteristic Label

The name used within the XML schema to identify a data element. This name may also be used in data tables.

Characteristic Name

The common name used to identify the characteristic. This may or may not be the same as the Characteristic Label.

Citation

The legal documentation supporting the requirement to collect the characteristic.

Component

A component is a grouping of related characteristics. Collections are made up of one or more components. Components are consistent across collections, i.e., the Submitting Entity component is composed of the same characteristics in all collections. Collections may accept more than one of a specified component. For example, the record for an early childhood participant who is enrolled in three programs with your school or agency would consist of:

- 1-Submitting Entity,
- 1-Core Fields UIC Required,
- 1-EC Entity Demographics,
- 1-EC Personal Demographics and
- 3-EC Programs components.

Count Date

Taken from the Michigan Pupil Accounting Manual: "The officially established day(s) used in determining pupil memberships (the number of full time equated pupils) reported for State school aid." Data reported for a collection with an associated count date are to reflect the students' status on that date. Not all collections have a count date. (See also "snap shot")

Dependency

Dependencies occur when a characteristic contains business rules that include a relationship with another characteristic or component. For example, when the characteristic contains a specific value, the related characteristic must contain a corresponding value; or, if the characteristic contains a specific value, the record must also contain a specific component.

Educational Entity Master (EEM)

The Educational Entity Master (EEM) contains information regarding public and registered nonpublic educational entities, including official identification codes and contact information for Michigan's educational systems. Users may access the EEM at <http://www.michigan.gov/eem>.

Individuals with Disabilities Education Act (IDEA)

The Individuals with Disabilities Education Act (IDEA) of 2004 requires all states to report information on each district's performance in meeting specific early intervention and special education targets outlined in the State Performance Plan (SPP).

Intermediate School District (ISD)

Intermediate School Districts (ISD) as established under Part 7 of the Revised School Code.

Local Education Agency (LEA)

The Local Education Agency (LEA) is a public school district (excludes charter school districts). A school district as defined under 380.6 and as organized under MCL 380.11a (general powers school district) or under Part 6 (district of the first class).

McKinney-Vento Homeless Assistance Act

This is the primary piece of federal legislation dealing with the education of children and youth experiencing homelessness in U.S. public schools. It was reauthorized as Title X, Part C, of the *No Child Left Behind Act* in January 2002. (<http://www.ed.gov/programs/homeless/guidance.pdf>)

Michigan Compiled Law (MCL)

A bill passed by the Michigan House and Senate and approved by the Governor becomes either a public act which has general applicability or a local act (not discussed here) which affects a particular area of the state. Public acts of a general and permanent nature are compiled (i.e., codified) into a subject arrangement of statutory law. Each chapter covers one area of law, such as motor vehicles (chapter 257) or public health (chapter 333). Public acts dealing with appropriations are not compiled and neither are local acts. More information about Michigan Compiled Laws may be found on the Internet at <http://www.legislature.mi.gov>.

Michigan Department of Education, Office of Early Childhood Education and Family Services

The Michigan Department of Education, Office of Early Childhood Education and Family Services supports initiatives to assure that our very young children have access to environments that are nurturing, facilitative and supportive of each child's individual interests and needs. Environments where responsive, authentic adult-child interactions are the standard sustain the aspiration that all children will become productive members of a democratic society. The Department of Education works collaboratively with other state initiatives, including the Early

Childhood Investment Corporation. The Office of Early Childhood Education and Family Services also manages the Department of Education's efforts to provide after-school programs for school-age children. The Office of Early Childhood Education and Family Services is responsible for the management of the following grants and programs:

- [0-3 Secondary Prevention](#)
(http://www.mi.gov/mde/0,1607,7-140-6530_6809-20430--,00.html)
- [21st Century Community Learning Centers](#)
(<http://www.mi.gov/21stccclc>)
- [Early On®](#)
(<http://www.mi.gov/earlyon>)
- [Even Start Family Literacy Program](#)
(<http://www.mi.gov/evenstart>)
- [Early Childhood Special Education](#) (ECSE)
(<http://www.mi.gov/ecse>)
- [Great Parents, Great Start](#) (GPGS)
(http://www.mi.gov/mde/0,1607,7-140-6530_6809-73477--,00.html)
- [Great Start Readiness Program - Competitive](#) (GSRP)
(<http://www.mi.gov/gsrpcompetitive>)
- [Great Start Readiness Program - Evaluation](#) (GSRP)
(http://www.mi.gov/mde/0,1607,7-140-6530_6809-20374--,00.html)
- [Great Start Readiness Program - Formula Funding](#) (GSRP)
(<http://www.mi.gov/gsrp>)

No Child Left Behind Act of 2001 (NCLB)

The *No Child Left Behind Act of 2001* (NCLB) reauthorized the Elementary and Secondary Education Act (ESEA) -- the main federal law affecting education from kindergarten through high school. Proposed by President Bush shortly after his inauguration, NCLB was signed into law on January 8, 2002. NCLB is built on four principles: accountability for results, more choices for parents, greater local control and flexibility and an emphasis on doing what works based on scientific research. For more information, please see:

- [NCLB Miscellaneous](#) Email updates, NCLB status and flexibility, a toolkit for teachers, a guide for parents, the Teacher-to-Teacher initiative and how NCLB is making a difference in your state. (<http://www.ed.gov/nclb/landing.jhtml?src=pb>)
- [NCLB Overview](#) (<http://www.ed.gov/nclb/overview/intro/4pillars.html>)
- [NCLB Legislation, Regulations and Guidance](#)
(<http://www.ed.gov/about/offices/list/oese/legislation.html>)
- [Adequate yearly progress](#)
(http://answers.ed.gov/cgi-bin/education.cfg/php/enduser/std_adp.php?)

Public School Academy (PSA)

A Public School Academy (PSA) is a charter school district (excludes LEA District). A public school academy established under part 6a of the Revised School Code; also includes an urban high school academy established under part 6c, and a strict discipline academy established under sections 1311b to 1311l. MCL 380.5(7).

Pupil Accounting Manual

This manual provides guidance for Michigan public school districts on pupil membership requirements and count procedures provided by the Office of State Aid and School Finance. (http://www.michigan.gov/mde/0,1607,7-140-6530_6605-22360--,00.html)

Quality Assurance

Quality assurance refers to business rules applied at both the file and record-level during online data entry or during the quality review prior to certification.

Revised School Code

"AN ACT to provide a system of public instruction and elementary and secondary schools; to revise, consolidate, and clarify the laws relating to elementary and secondary education; to provide for the organization, regulation, and maintenance of schools, school districts, public school academies, intermediate school districts, and other public school entities; to prescribe rights, powers, duties, and privileges of schools, school districts, public school academies, intermediate school districts, and other public school entities; to provide for the regulation of school teachers and certain other school employees; to provide for school elections and to prescribe powers and duties with respect thereto; to provide for the levy and collection of taxes; to provide for the borrowing of money and issuance of bonds and other evidences of indebtedness; to establish a fund and provide for expenditures from that fund; to provide for and prescribe the powers and duties of certain state departments, the state board of education, and certain other boards and officials; to provide for licensure of boarding schools; to prescribe penalties; and to repeal acts and parts of acts." MCL 380.1 - 380.1853
[http://www.legislature.mi.gov/\(S\(zldd0w451crpobr5guxombii\)\)/mileg.aspx?page=getObject&objectName=mcl-Act-451-of-1976](http://www.legislature.mi.gov/(S(zldd0w451crpobr5guxombii))/mileg.aspx?page=getObject&objectName=mcl-Act-451-of-1976)

Snap Shot

A "picture" of the certified data for a given collection taken for reporting purposes. This may be associated with a point-in-time (count date) or a given range of time. Reporting examples:

- A report of all students enrolled on a given date (count date).
- A participation report showing the total number of students served from the start of the year through a selected date (range of time).

State Performance Plan (SPP)

Evaluates the state's efforts to implement the requirements and purposes of IDEA and describes how the state will improve such implementation.

State School Aid Act of 1979 (School Aid Act)

"AN ACT to make appropriations to aid in the support of the public schools and the intermediate school districts of the state; to make appropriations for certain other purposes relating to education; to provide for the disbursement of the appropriations; to supplement the school aid fund by the levy and collection of certain taxes; to authorize the issuance of certain bonds and provide for the security of those bonds; to prescribe the powers and duties of certain state

departments, the state board of education and certain other boards and officials; to create certain funds and provide for their expenditure; to prescribe penalties; and to repeal acts and parts of acts." (<http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-94-of-1979.pdf>)

System Date

The system date is the date recorded by the MSDS application at the time of file upload or online data entry.

System Expectation

This section of the characteristic definition refers to the data requirements for the characteristic. Characteristics may have a status of "Required data," "Conditional," or "Optional."

- **Required data** – data must be reported; if the characteristic is not included as a part of each record in the file upload, the entire file will be rejected; if these data are missing from any records in the collection, certification of the file will be prevented.
- **Conditional** – data are required in specific situations only; data are not required for all students, only those to whom the characteristic is applicable.
- **Optional** – data are not required and may be reported at the discretion of the submitting entity. When the data are reported, they must comply with any associated business rules.

United States Code

All laws enacted by the United States Congress are compiled into the United States Code (USC). The USC is divided into 50 titles by subject matter. Many subjects related to education are listed in USC Title 20, "Education," but may be found in other titles as well. Federal laws are cited by their popular name followed by a reference to the USC. More information about the United States Code may be found on the Internet at <http://www.gpoaccess.gov/uscode/index.html>.

Validation

Validation refers to business rules that are enforced at the file level or XML schema rule violations.

Collection Overview

This section contains an overview of the components and the corresponding characteristics that make up the Early Childhood Collection for the MSDS, in addition to the corresponding fields from the SRSD, if applicable.

Component	Characteristic	System Expectation	SRSD Field Reference
<i>Submitting Entity</i>	Submitting Entity Type Code	Required data	n/a
	Submitting Entity Code	Required data	n/a
<i>Core Fields UIC Required</i>	Last Name	Required data	Field 6
	First Name	Required data	Field 7
	Gender	Required data	Field 11
	Date of Birth	Required data	Field 9
	Unique Identification Code (UIC)	Required data	Field 124
<i>EC Entity Demographics</i>	Resident LEA Number	Required data	Field 4
	Fiscal Entity Type Code	Required data	n/a
	Fiscal Entity Code	Required data	n/a
<i>EC Personal Demographics</i>	EC Parent 1**	Optional	n/a
	EC Parent 1 Address**	Optional	n/a
	EC Parent 1 Phone**	Optional	n/a
	EC Parent 2**	Optional	n/a
	EC Parent 2 Address**	Optional	n/a
	EC Parent 2 Phone**	Optional	n/a
	Middle Name	Optional	Field 8
	Student ID Number	Optional	Field 17
	Multiple Birth Order	Optional	Field 32
	Ethnicity	Required data	Field 22
	Street Address	Conditional	Field 13
	Street Address 2	Optional	n/a
	City	Conditional	Field 14
	State	Conditional	n/a
	ZIP Code	Conditional	Field 15
	Resident County Code	Required data	n/a
	Phone**	Optional	n/a
	Homeless	Optional	Field 34
	EC Program	Required data	Field 52
<i>EC Programs</i>	EC Program Start Date	Required data	n/a
	EC Program End Date	Optional	n/a
	EC Program Exit Reason	Conditional	Field 53
	EC Delivery Method	Required data	n/a
	EC Days Per Week	Conditional	n/a
	EC Hours Per Day	Conditional	n/a

****Identified characteristics will be removed for next school year. It is recommended that you do not submit data in these particular optional characteristics.**

Characteristic Descriptions

The following pages will provide a more detailed description of the characteristics that comprise the Early Childhood Collection in the Michigan Student Data System (MSDS). They are grouped by component. Each child's record consists of the following required components:

Submitting Entity component	(must have only one)
Core Fields UIC Required component	(must have only one)
EC Entity Demographics component	(must have only one)
EC Personal Demographics component	(one for each program in which the child participates with your school or agency)

Submitting Entity Component

Complete one and only one, of this component for each student/child reported.

Submitting Entity Type Code

Characteristic Name:	Submitting Entity Type Code
Component:	Submitting Entity
Characteristic Label:	SubmittingEntityTypeCode
System Expectation:	Required data
Description:	The code identifying the entity type of the submitting entity as identified in EEM
Use:	This code is used by the system to identify which type of entity code will be reported in the Submitting Entity Code characteristic. Entity codes in EEM are unique within type categories. This characteristic identifies which category the system uses for validation of the submitting entity and to confirm user entity permissions.
Instructions:	<p>Enter a value chosen from the list:</p> <p style="margin-left: 40px;">A = Agreement Number B = Building D = District</p> <p>This characteristic is case sensitive.</p>
Business Rules:	<p>File upload – If this characteristic is missing, blank or contains a value other than those listed, the file will be rejected.</p> <p>Staging area/quality review - Failure to enter this characteristic or entering a value other than those listed will trigger a record-level error and prevent certification of the file.</p>
Dependencies:	Submitting Entity Code
SRSD Field Reference:	None
Citation:	School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388.1625, 388.1701, 388.1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311
Contact:	Center for Educational Performance and Information 517-335-0505 CEPI@michigan.gov

Submitting Entity Code

Characteristic Name:	Submitting Entity Code
Component:	Submitting Entity
Characteristic Label:	SubmittingEntityCode
System Expectation:	Required data
Description:	<p>This is the state assigned code identifying the entity responsible for the certification (if applicable) of the collection. Generally, this is the entity receiving funding from the state. It may or may not be the entity that is directly providing education services to the student. Collections are displayed in the staging area by the submitting entity.</p>
Use:	<p>This code is validated against entity codes in the EEM to confirm that the submitting entity meets the EEM hierarchy requirements and has the appropriate permissions to submit data. This code also associates a student with an entity.</p>
Instructions:	<p>Enter the five-digit entity code or nine-digit agreement number as assigned in the EEM.</p>
Business Rules:	<p>File upload – The following situations will result in the file being rejected:</p> <ul style="list-style-type: none">▪ The value entered does not follow the expected format as identified by the Submitting Entity Type Code characteristic. Types "D" and "B" require the Submitting Entity Code to contain a five-digit code. Type "A" requires a nine-digit code. Both codes require leading zeros when appropriate.▪ The user does not have the security rights to submit data for this entity.▪ The Submitting Entity Code is not a valid code in EEM.▪ The entity reported as the Submitting Entity is not identified as "open/active" within EEM for the time period of enrollment.▪ The characteristic contains blanks or non-numeric characters, is null or is missing. <p>Staging area/quality review – The following situations will trigger a record-level error and prevent certification of the file:</p> <ul style="list-style-type: none">▪ The characteristic contains blanks or non-numeric characters, is null or is missing.▪ The Submitting Entity Code entered is not part of the user's permission list.▪ The Submitting Entity Code entered is not a valid code within EEM.

- The entity reported is not identified as "open/active" within EEM for the time period of enrollment.

Dependencies: Submitting Entity Type Code

SRSD Field Reference: None

Citation: School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388:1625, 388.1701, 388:1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311

Contact: Center for Educational Performance and Information
CEPI@michigan.gov
517-335-0505

Core Fields UIC Required Component

Complete one and only one, of this component for each student/child reported.

Last Name

Characteristic Name:	Last Name
Component:	Core Fields UIC Required
Characteristic Label:	LastName
System Expectation:	Required data
Description:	This is the legal last name of the student, usually given at birth or through a legal name change.
Use:	Student identification and tracking purposes
Instructions:	Enter the student's last name (surname) as it appears on his/her birth certificate or other legal document (refer to the Pupil Accounting Manual for information about acceptable documentation).

Trim spaces from the beginning and end of the name. The last name may not begin with a space. Numbers may not be submitted. Spaces may be included within the name.

There should be one space between the last name and a suffix (Jr., III, etc). No commas should appear between the last name and the suffix. Abbreviated suffixes should be used (e.g., "Jr." rather than "Junior") and should be followed by a period.

Valid entries consist of Roman alphabetical characters, spaces and applicable punctuation marks:

Name	Symbol
Apostrophe	'
Comma	,
Hyphen	-
Period	.

Business Rules:	<p>File upload – The following situations will result in the file being rejected:</p> <ul style="list-style-type: none"> ▪ The characteristic is missing, contains all blanks or is null. ▪ The characteristic contains invalid characters. <p>Staging area/quality review – The following situations will trigger a record-level error and prevent certification of the file:</p> <ul style="list-style-type: none"> ▪ The characteristic is missing, contains all blanks or is null. ▪ The characteristic contains invalid characters.
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Dependencies:	None
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SRSD Field Reference: Field 6: Student's Last Name

Citation: NCLB, 20 USC 6311; Perkins IV (P.L. 109-270)

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CEPI@michigan.gov
517-335-0505

First Name

Characteristic Name: First Name

Component: Core Fields UIC Required

Characteristic Label: FirstName

System Expectation: Required data

Description: This is the first name of the student given at birth, baptism, naming ceremony or through a legal change.

Use: Student identification and tracking purposes.

Instructions: Enter the student's first name as it appears on his/her birth certificate or other legal document. Please reference the Pupil Accounting Manual for acceptable alternatives when the name presented on the birth certificate is either incomplete or incompatible with the system (such as "baby boy," "baby girl," or in a foreign language). Do **not** use nicknames or abbreviated names.

Trim spaces from the beginning and end of the name. The first name may not begin with a space. Numbers may not be submitted. Spaces may be included within the name.

Valid entries consist of Roman alphabetical characters, spaces and applicable punctuation marks:

Name	Symbol
Apostrophe	'
Comma	,
Hyphen	-
Period	.

Business Rules:

File upload – The following situations will result in the file being rejected:

- The characteristic is missing, contains all blanks or is null.
- The characteristic contains invalid characters.

Staging area/quality review – The following situations will trigger a record-level error and prevent certification of the file:

- The characteristic is missing, contains all blanks or is null.
- The characteristic contains invalid characters.

Dependencies: None

SRSD Field Reference: Field 7: Student's First Name

Citation: NCLB, 20 USC 6311; Perkins IV (P.L. 109-270)

Contact: Center for Educational Performance and Information
CEPI@michigan.gov
517-335-0505

Gender

Characteristic Name:	Gender
Component:	Core Fields UIC Required
Characteristic Label:	Gender
System Expectation:	Required data
Description:	This is the student's biological sex.
Use:	This is used for student identification and tracking purposes. It is also used for reporting purposes to determine student sub-groups.
Instructions:	Indicate if the student is male ("M") or female ("F").
Business Rules:	<p>File upload – The following situations will result in the file being rejected:</p> <ul style="list-style-type: none">▪ The characteristic is missing, contains all blanks or is null.▪ The characteristic contains a character other than "M" or "F" (note: XML is case sensitive). <p>Staging area/quality review – The following situations will trigger a record-level error and prevent certification of the file:</p> <ul style="list-style-type: none">▪ The characteristic contains all blanks or is null.▪ The characteristic contains a character other than "M" or "F."
Dependencies:	None
SRSD Field Reference:	Field 11: Gender Code
Citation:	NCLB, 20 USC 6311; Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618); Perkins IV (P.L. 109-270)
Contact:	Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505

Date of Birth

Characteristic Name:	Date of Birth
Component:	Core Fields UIC Required
Characteristic Label:	DateofBirth
System Expectation:	Required data
Description:	The month, day and year in which the student was born, as reported on his/her birth certificate or other legal documentation. Please refer to the Pupil Accounting Manual for information about acceptable documentation.
Use:	This is used for student identification and tracking purposes. It is also used for reporting purposes to determine student sub-groups based on age. This characteristic may be used to determine the student's age eligibility for various programs, grade levels and educational settings.
Instructions:	<p>File upload Date of Birth must be reported in the standard XML date format: CCYY-MM-DD Year: Length 4 Month: Length 2, Format: 01-12 (leading zero required) Day: Length 2, Format: 01-31 (leading zero required)</p> <p>Online data entry The date of birth may be entered in any of the following formats: MM-DD-CCYY, MM-DD-YY or CCYY-MM-DD.</p> <p>The date reported cannot be greater than the system date (no future dates) and must be a date within the past 100 years.</p>
Business Rules:	<p>File upload – The following situations will result in the file being rejected:</p> <ul style="list-style-type: none"> ▪ The characteristic is missing, contains all blanks or is null. ▪ The characteristic contains an invalid or out-of-range date. <p>Staging area/quality review – The following situations will trigger a record-level error and prevent certification of the file:</p> <ul style="list-style-type: none"> ▪ The characteristic is missing, contains all blanks or is null. ▪ The characteristic contains an invalid or out-of-range date. ▪ The Date of Birth reported is after the date reported in the EC Program Start Date characteristic.
Dependencies:	None

SRSD Field Reference: Field 9: Date of Birth

Citation: NCLB, 20 USC 6311; Individuals with Disabilities Education Act, 20 USC 1400 (PL 105-17 Sec. 618); Perkins IV (P.L. 109-270)

Contact: Center for Educational Performance and Information
CEPI@michigan.gov
517-335-0505

Unique Identification Code (UIC)

Characteristic Name:	Unique Identification Code
Component:	Core Fields UIC Required
Characteristic Label:	UIC
System Expectation:	Required data
Description:	This is the 10-digit Unique Identification Code (UIC) assigned to the student by CEPI.
Use:	Student identification and tracking purposes
Instructions:	<p>Report the student's assigned 10-digit identification number. All records are required to contain a correct UIC for each student based on the core fields submitted. Core fields consist of: First Name, Last Name, Date of Birth and Gender.</p> <p>Blanks will not be accepted. Secondary UIC codes will not be accepted. Records must contain primary codes only. Please refer to the <i>UIC User's Guide</i> for additional information on obtaining, validating and resolving UICs.</p>
Business Rules:	<p>File upload – The following situations will result in the file being rejected:</p> <ul style="list-style-type: none">▪ The characteristic is missing, contains all blanks or is null.▪ The characteristic contains an invalid code or characters. <p>Staging area/quality review – The following situations will trigger a record-level error or warning and prevent certification of the file:</p> <ul style="list-style-type: none">▪ The characteristic is missing, contains all blanks or is null.▪ The characteristic contains an invalid code or characters.▪ The UIC and core fields reported in the record do not match the UIC and core fields stored in the system. The record may require resolution before certification can occur.
Dependencies:	None
SRSD Field Reference:	Field 124: Unique Identification Code (UIC)
Citation:	NCLB, 20 USC 6311; Perkins IV (P.L. 109-270)
Contact:	Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505

EC Entity Demographics Component

Complete one and only one, of this component for each student/child reported.

Resident LEA Number

Characteristic Name:	Resident LEA Number
Component:	EC Entity Demographics
Characteristic Label:	ResidentLEANumber
System Expectation:	Required data
Description:	This is the five-digit entity code, identified in the EEM, for the public school district (LEA district) in which the student resides.
Use:	Reporting and funding purposes
Instructions:	<p>Report the assigned five-digit entity code from the EEM for the public school district in which the student's primary night-time residence is geographically located. The district must be identified as type "LEA" in EEM to be valid. The characteristic must contain five numbers, with leading zeros if needed.</p> <p>Please refer to the EEM for additional information about entity codes and types. The EEM may be accessed through the CEPI Web site or directly at: http://www.mi.gov/cepi/0,1607,7-113-986_10485---.00.html.</p>
Business Rules:	<p>File upload – The following situations will result in the file being rejected:</p> <ul style="list-style-type: none">▪ The characteristic is missing, contains all blanks or is null.▪ The characteristic contains an invalid code or characters. <p>Staging area/quality review – The following situations will trigger a record-level error or warning and prevent certification of the file:</p> <ul style="list-style-type: none">▪ The characteristic is missing, contains all blanks or is null.▪ The characteristic contains an invalid code or characters.
Dependencies:	None
SRSD Field Reference:	Field 4: Resident LEA Number
Citation:	School Aid Act, Michigan Compiled Laws (MCL) 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388.1625, 388.1701, 388.1705, 388.1705c, 388.1706, 388.1709, 388.1763a; <i>No Child Left Behind</i> (NCLB), 20 United States Code (USC) 6311
Contact:	Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505

Fiscal Entity Type Code

Characteristic Name:	Fiscal Entity Type Code
Component:	EC Entity Demographics
Characteristic Label:	ResidentLEANumber
System Expectation:	Required data
Description:	The code indicating the entity type, as identified in EEM, for the entity receiving funding to provide programs and/or services to the student/child reported
Use:	This code is used by the system to identify which type of entity code will be reported in the Fiscal Entity Code characteristic. This characteristic identifies which category (a five-digit entity code or a nine-digit agreement number) the MSDS uses for validation of the Fiscal Entity and to confirm user entity permissions.
Instructions:	<p>Enter a value chosen from the list:</p> <p>"A" = Agreement Number "D" = District</p> <p>This characteristic is case sensitive.</p>
Business Rules:	<p>File upload – If this characteristic is missing, blank or contains a value other than those listed the file will be rejected.</p> <p>Staging area/quality review - Failure to enter this characteristic or entering a value other than those listed will trigger a record-level error and prevent certification of the file.</p>
Dependencies:	Fiscal Entity Code
SRSD Field Reference:	None
Citation:	School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388.1625, 388.1701, 388.1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311
Contact:	Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505

Fiscal Entity Code

Characteristic Name:	Fiscal Entity Code
Component:	EC Entity Demographics
Characteristic Label:	FiscalEntityCode
System Expectation:	Required data
Description:	<p>This characteristic is the State assigned code identifying the entity receiving funding to provide programs and/or services to the student/child reported. This code must be either a five-digit entity code for a school district or a nine-digit agreement number for an organization, as identified in the Fiscal Entity Type Code characteristic.</p>
Use:	<p>The Fiscal Entity Code is validated against the EEM to confirm that the entity identified is allowed to submit data for this collection. This code also associates a student with an entity.</p>
Instructions:	<p>Enter the five-digit entity code or nine-digit agreement number as indicated in the EEM. Leading zeros must be included when necessary.</p>
Business Rules:	<p>File upload – The following situations will result in the file being rejected:</p> <ul style="list-style-type: none">▪ The value entered does not follow the expected format as identified in the Fiscal Entity Type Code characteristic. Type "D" requires the Fiscal Entity Code to contain a five-digit code. Type "A" requires a nine-digit code. Both codes require leading zeros when appropriate.▪ The Fiscal Entity Code is not a valid code within EEM.▪ The Fiscal Entity Code is not within the hierarchy of the Submitting Entity Code.▪ The entity reported is not identified as "open/active" within EEM for the time period of enrollment.▪ The characteristic contains blanks or non-numeric characters, is null or is missing. <p>Staging area/quality review – The following situations will trigger a record-level error and prevent certification of the file:</p> <ul style="list-style-type: none">▪ The Fiscal Entity Code is not a valid code within EEM.▪ The Fiscal Entity Code is not a valid code based on the Fiscal Entity Type Code characteristic entered.▪ The entity reported is not identified as "open/active" within EEM for the time period of enrollment.▪ The characteristic contains blanks or non-numeric characters, is null or is missing.
Dependencies:	Fiscal Entity Type Code

SRSD Field Reference: None

Citation: School Aid Act, MCL 388.1606(4), 388.1606a, 388.1606b, 388.1617b, 388.1619, 388.1625, 388.1701, 388.1705, 388.1705c, 388.1706, 388.1709, 388.1763a; NCLB, 20 USC 6311

Contact: Center for Educational Performance and Information
CEPI@michigan.gov
517-335-0505

EC Personal Demographics Component

Complete one and only one, of this component for each student/child reported.

NOTE: The following optional characteristics will be removed for the 2009-2010 program year and it is recommended that you do not report data for them:

- EC Parent 1
- EC Parent 1 Address
- EC Parent 1 Phone
- EC Parent 2
- EC Parent 2 Address
- EC Parent 2 Phone
- Phone

The characteristic descriptions are included because the validation business rules must be followed if you choose to report these data.

EC Parent 1

Characteristic Name:	EC Parent 1
Component:	EC Personal Demographics
Characteristic Label:	ECParent1
System Expectation:	Optional data
Description:	The full name of the first or primary custodial parent/legal guardian of the child reported.
Use:	Optional field.
Instructions:	<i>EC Parent 1 will be removed for next school year. It is recommended that you do not submit data in this characteristic.</i>

Enter the first and last name of the person who is legally responsible for the custody and care of the child. (optional) When completed this characteristic must contain only Roman alphabetical characters, spaces and applicable punctuation marks:

Name	Symbol
Apostrophe	'
Comma	,
Hyphen	-
Period	.

Business Rules:	<p>File upload – The file will be rejected when this characteristic is included in the XML file and it contains invalid characters.</p> <p>Staging area/quality review – A record-level error will be triggered and prevent certification of the file, when this characteristic contains invalid characters.</p>
Dependencies:	<p>EC Parent 1 Address</p> <p>EC Parent 1 Phone</p>
SRSD Field Reference:	None
Citation:	
Contact:	<p>Center for Educational Performance and Information</p> <p>CEPI@michigan.gov</p> <p>517-335-0505</p>

EC Parent 1 Address

Characteristic Name:	EC Parent 1 Address
Component:	EC Personal Demographics
Characteristic Label:	ECParent1Address
System Expectation:	Optional data
Description:	This is the address of the first or primary custodial parent/legal guardian of the child reported. When completed, please include street, city, state and ZIP code information.
Use:	Optional field
Instructions:	<p><i>EC Parent 1 Address will be removed for next school year. It is recommended that you do not submit data in this characteristic.</i></p> <p>Enter the address of the person who is legally responsible for the custody and care of the child. (optional) The format of this characteristic is free-form text.</p>
Business Rules:	<p>File upload – When EC Parent 1 is blank or is not included in the XML file, this characteristic must also be blank or not included. The file will be rejected otherwise.</p> <p>Staging area/quality review – When EC Parent 1 is null or left blank, this characteristic must also be null or left blank. Otherwise, a record-level error will occur, preventing the file from being certified.</p>
Dependencies:	EC Parent 1
SRSD Field Reference:	None
Citation:	
Contact:	Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505

EC Parent 1 Phone

Characteristic Name:	EC Parent 1 Phone
Component:	EC Personal Demographics
Characteristic Label:	ECParent1Phone
System Expectation:	Optional data
Description:	The primary telephone contact number for the first or primary custodial parent/legal guardian of the child reported
Use:	Optional field
Instructions:	<p><i>EC Parent 1 Phone will be removed for next school year. It is recommended that you do not submit data in this characteristic.</i></p> <p>Enter the ten-digit telephone number to be used as the primary contact for the person who is legally responsible for the custody and care of the child. (optional) The format of this characteristic is free-form text.</p>
Business Rules:	<p>File upload – When EC Parent 1 is left blank or is not included in the XML file, this characteristic must also be left blank or not included. The file will be rejected otherwise.</p> <p>Staging area/quality review – When EC Parent 1 is null or left blank, this characteristic must also be null or left blank. Otherwise, a record-level error will occur, preventing the file from being certified.</p>
Dependencies:	EC Parent 1
SRSD Field Reference:	None
Citation:	
Contact:	Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505

EC Parent 2

Characteristic Name:	EC Parent 2
Component:	EC Personal Demographics
Characteristic Label:	ECParent2
System Expectation:	Optional data
Description:	This characteristic is the full name of the second parent/guardian of the child reported. This parent may or may not share legal responsibility, custody or guardianship for the child.
Use:	Optional field

Instructions: *EC Parent 2 will be removed for next school year. It is recommended that you do not submit data in this characteristic.*

Enter the name of the person who co-parents the child with the person reported in EC Parent 1. Person may or may not share legal responsibility, custody or guardianship for the child. (optional) When completed this characteristic must contain only Roman alphabetical characters, spaces and applicable punctuation marks:

Name	Symbol
Apostrophe	'
Comma	,
Hyphen	-
Period	.

Business Rules: **File upload** – The file will be rejected when this characteristic is included in the XML file and it contains invalid characters.

Staging area/quality review – A record-level error will be triggered and prevent certification of the file when this characteristic contains invalid characters.

Dependencies: EC Parent 2 Address, EC Parent 2 Phone

SRSD Field Reference: None

Citation:

Contact: Center for Educational Performance and Information
CEPI@michigan.gov
517-335-0505

EC Parent 2 Address

Characteristic Name:	EC Parent 2 Address
Component:	EC Personal Demographics
Characteristic Label:	ECParent2Address
System Expectation:	Optional data
Description:	This characteristic is the address parent/legal guardian listed in EC Parent 2 for the child reported. When completed, please include street, city, state and ZIP code information.
Use:	Optional field
Instructions:	<p><i>EC Parent 2 Address will be removed for next school year. It is recommended that you do not submit data in this characteristic.</i></p> <p>Enter the address of the person reported in EC Parent 2. (optional) The format of this characteristic is free-form text.</p>
Business Rules:	<p>File upload – When EC Parent 2 is left blank or is not included in the XML file, this characteristic must also be left blank or not included. The file will be rejected otherwise.</p> <p>Staging area/quality review – When EC Parent 2 is null or left blank, this characteristic must also be null or left blank. Otherwise, a record-level error will occur, preventing the file from being certified.</p>
Dependencies:	EC Parent 2
SRSD Field Reference:	None
Citation:	
Contact:	Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505

EC Parent 2 Phone

Characteristic Name:	EC Parent 2 Phone
Component:	EC Personal Demographics
Characteristic Label:	ECParent2Phone
System Expectation:	Optional data
Description:	This characteristic is the primary telephone contact number for the first or primary custodial parent/legal guardian of the child reported.
Use:	Optional field
Instructions:	<p><i>EC Parent 2 Phone will be removed for next school year. It is recommended that you do not submit data in this characteristic.</i></p> <p>Enter the ten-digit telephone number to be used as the primary contact for the person reported in EC Parent 2. (optional) The format of this characteristic is free-form text.</p>
Business Rules:	<p>File upload – When EC Parent 2 is left blank or is not included in the XML file, this characteristic must also be left blank or not included. The file will be rejected otherwise.</p> <p>Staging area/quality review – When EC Parent 2 is null or left blank, this characteristic must also be null or left blank. Otherwise, a record-level error will occur, preventing the file from being certified.</p>
Dependencies:	EC Parent 2
SRSD Field Reference:	None
Citation:	
Contact:	Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505

Middle Name

Characteristic Name:	Middle Name
Component:	EC Personal Demographics
Characteristic Label:	MiddleName
System Expectation:	Optional data
Description:	This is the middle name or initial of the student given at birth, baptism, naming ceremony or through a legal change.
Use:	Student identification and tracking purposes
Instructions:	<p>Enter the student's middle name or initial as it appears on his/her birth certificate or other legal document.</p> <p>Trim spaces from the beginning and end of the name. The middle name may not begin with a space. Numbers may not be submitted. Spaces may be included within the name.</p> <p>Valid entries consist of Roman alphabetical characters (A-Z, a-z) and spaces only.</p>
Business Rules:	<p>File upload – The file will be rejected when this characteristic is included in the XML file and it contains invalid characters.</p> <p>Staging area/quality review – A record-level error will be triggered and prevent certification of the file when this characteristic contains invalid characters.</p>
Dependencies:	None
SRSD Field Reference:	Field 8: Student's Middle Initial
Citation:	NCLB, 20 USC 6311; Perkins IV (P.L. 109-270)
Contact:	<p>Center for Educational Performance and Information</p> <p>CEPI@michigan.gov</p> <p>517-335-0505</p>

Student ID Number

Characteristic Name:	Student ID Number
Component:	EC Personal Demographics
Characteristic Label:	StudentIDNumber
System Expectation:	Optional data
Description:	This characteristic is the student's local identification code as assigned by the Submitting, Fiscal or Reporting Entity. This cannot be the student UIC assigned by CEPI, nor can it be the student's Social Security number.
Use:	Student identification and tracking purposes
Instructions:	Enter the student's local identification code (optional). The format of this characteristic is free-form text. The maximum length is 20 characters. Blanks are accepted. The characteristic must not contain all zeros. <i>Note: The student's Social Security Number must not be used as the local student id number.</i>
Business Rules:	File upload – The file will be rejected when this characteristic is included in the XML file and it contains all zeros. Staging area/quality review – A record-level error will be triggered and prevent certification of the file when this characteristic contains all zeros.
Dependencies:	None
SRSD Field Reference:	Field 17: Student ID Number
Citation:	None
Contact:	Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505

Multiple Birth Order

Characteristic Name:	Multiple Birth Order
Component:	EC Personal Demographics
Characteristic Label:	MultipleBirthOrder
System Expectation:	Optional data
Description:	This characteristic is used to indicate that the student is part of a multiple birth where siblings share all unique identifying characteristics including first and last name. Each student from such a multiple birth is to have a uniquely different Multiple Birth Order number.
Use:	This data is used for student identification and tracking purposes. This characteristic will be used by the state to "break ties" if two or more students are identified as being duplicates (i.e., they share all unique identifying information), yet it is known by the district that these are not the same student but instead are part of a multiple birth.
Instructions:	<p>Indicate the student's birth order when born as part of a multiple birth, entering one of the following values:</p> <p><u>Birth Order Codes:</u></p> <p>01 Birth order = 1 or the First in a multiple birth 02 Birth order = 2 or the Second in a multiple birth 03 Birth order = 3 or the Third in a multiple birth 04 Birth order = 4 or the Fourth in a multiple birth 05 Birth order = 5 or the Fifth in a multiple birth 06 Birth order = 6 or the Sixth in a multiple birth 07 Birth order = 7 or the Seventh in a multiple birth 08 Birth order = 8 or the Eighth in a multiple birth</p> <p>Leading zeros are accepted but not required.</p>
Business Rules:	<p>File upload – If this characteristic is submitted with blanks or contains a value other than those listed, the file will be rejected.</p> <p>Staging area/quality review – When submitting this characteristic, entering a value other than those listed will trigger a record-level error and prevent certification of the file.</p>
Dependencies:	None
SRSD Field Reference:	Field 32: Multiple Birth Order
Citation:	None

Contact:

Center for Educational Performance and Information
CEPI@michigan.gov
517-335-0505

Ethnicity

Characteristic Name:	Ethnicity												
Component:	EC Personal Demographics												
Characteristic Label:	Ethnicity												
System Expectation:	Required data												
Description:	This field is used to indicate the student's reported racial and/or ethnic background.												
Use:	Used for reporting purposes to determine student sub-groups.												
Instructions:	<p>This is a unique six-position field using any combination of "0" through "6" in the proper position (NNNNNN). Because this is a multiple-occurrence field, the indicator of the code is located by position in the format. The primary racial/ethnic choice is represented with a "1" and the second choice is a "2", etc. For example, a person whose primary racial/ethnic choice is Asian American would receive a code of "010000". If the same person is also White, they would receive the code of "010020". In this example, a person who is primarily of the Hispanic ethnic group and is also of the Black and Asian races, could be coded "022001". If a person is of equal races such as an American Indian and Hispanic, they would be reported as "100001".</p> <p>Each position must contain a number from 0-6. At least one position must contain the number "1". The characteristic cannot contain either the value "111111" or "123456."</p> <p>For more information on ethnic reporting, please go to the following Web site:</p> <p>http://nces.ed.gov/programs/coe/2003/supnotes/n01.asp</p> <p>or</p> <p>http://nces.ed.gov/statprog/2002/std1_5.asp</p> <table> <tr> <td>100000</td><td>American Indian or Alaska Native (first position)</td></tr> <tr> <td>010000</td><td>Asian American (second position)</td></tr> <tr> <td>001000</td><td>Black or African American (third position)</td></tr> <tr> <td>000100</td><td>Native Hawaiian or Other Pacific Islander (fourth position)</td></tr> <tr> <td>000010</td><td>White (fifth position)</td></tr> <tr> <td>000001</td><td>Hispanic or Latino (sixth position)</td></tr> </table>	100000	American Indian or Alaska Native (first position)	010000	Asian American (second position)	001000	Black or African American (third position)	000100	Native Hawaiian or Other Pacific Islander (fourth position)	000010	White (fifth position)	000001	Hispanic or Latino (sixth position)
100000	American Indian or Alaska Native (first position)												
010000	Asian American (second position)												
001000	Black or African American (third position)												
000100	Native Hawaiian or Other Pacific Islander (fourth position)												
000010	White (fifth position)												
000001	Hispanic or Latino (sixth position)												

Definitions

- 100000 ***American Indian or Alaska Native.*** A student having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment.
- 010000 ***Asian American.*** A student having origins in any of the original peoples of the Far East, Southeast Asia or the Indian sub-continent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- 001000 ***Black or African American.*** A student having origins in any of the black racial groups of Africa.
- 000100 ***Native Hawaiian or Other Pacific Islander.*** A student having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- 000010 ***White.*** A student having origins in any of the original peoples of Europe, the Middle East or North Africa.
- 000001 ***Hispanic or Latino.*** An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America and other Spanish cultures, regardless of race.

Business Rules:

File upload – If this characteristic is missing, left blank or partially blank, contains spaces, contains the value "111111" or "123456," contains a character other than 0-6 in any position or does not contain "1" in at least one position, the file will be rejected.

Staging area/quality review - If this characteristic is missing, blank, partially blank, contains spaces, contains a the value "111111" or "123456," contains a character other than 0-6 in any position or does not contain "1" in at least one position, a record-level error will be triggered and certification of the file will not be allowed until the error is resolved.

Dependencies:

None

SRSD Field Reference:

Field 22: Racial/Ethnic Code

Citation:

NCLB, 20 USC 6311; Individuals with Disabilities Education Act, 20 USC 1400 PL 105-17 Sec. 618(i); Perkins IV (P.L. 109-270)

Contact:

Center for Educational Performance and Information
CEPI@michigan.gov
517-335-0505

Street Address

Characteristic Name:	Street Address
Component:	EC Personal Demographics
Characteristic Label:	StreetAddress
System Expectation:	Conditional; data is required when the student is not identified as homeless.
Description:	This is the street address of the student's primary residence or last known residence.
Use:	Assists in student identification and tracking
Instructions:	<p>Enter the current or last known street address of the student's residence (where he/she actually lives). The format of this characteristic is free-form text. When the student's mailing address is different from his/her street address, enter the mailing address in the characteristic Street Address 2.</p> <p>Approved U.S. Postal Service abbreviations from the U.S. Postal Service may be found at http://www.usps.com/ncsc/lookups/usps_abbreviations.htm. A partial list is provided in Appendix A: U.S. Postal Service Abbreviations.</p>
Business Rules:	<p>File upload – None.</p> <p>Staging area/quality review - If this characteristic is null or is left blank and the Homeless characteristic does not contain a valid code, a record-level error will be triggered and certification of the file will not be allowed until the error is resolved.</p>
Dependencies:	Homeless
SRSD Field Reference:	Field 13: Street Address
Citation:	NCLB, 20 USC 6311
Contact:	Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505

Street Address 2

Characteristic Name:	Street Address 2
Component:	EC Personal Demographics
Characteristic Label:	StreetAddress2
System Expectation:	Optional data
Description:	Mailing address that differs from the student's street address or routing information for mailing in addition to Street Address. (e.g., Post Office box, apartment or lot number)
Use:	Assists in student identification and tracking
Instructions:	<p>Enter the current or last known mailing address or address information supplemental to the information reported in Street Address, for the student. The format of this characteristic is free-form text. When the student's mailing address is different from his/her street address, enter the street address in the characteristic Street Address.</p> <p>Approved U.S. Postal Service abbreviations from the U.S. Postal Service may be found at http://www.usps.com/ncsc/lookups/usps_abbreviations.htm. A partial list is provided in Appendix A: U.S. Postal Service Abbreviations.</p>
Business Rules:	<p>File upload – none.</p> <p>Staging area/quality review - none</p>
Dependencies:	None
SRSD Field Reference:	None
Citation:	NCLB, 20 USC 6311
Contact:	<p>Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505</p>

City

Characteristic Name:	City
Component:	EC Personal Demographics
Characteristic Label:	City
System Expectation:	Conditional; data is required when the student is not identified as homeless.
Description:	The city where the student's primary residence or last known residence, is located
Use:	Assists in student identification and tracking
	Instructions: Enter the current or last known city of residence for the student. The format of this characteristic is free-form text.
Business Rules:	<p>File upload – none.</p> <p>Staging area/quality review - If this characteristic is null or left blank and the Homeless characteristic does not contain a valid code, a record-level error will be triggered and certification of the file will not be allowed until the error is resolved.</p>
Dependencies:	Homeless
SRSD Field Reference:	Field 14: Name of City or Town
Citation:	NCLB, 20 USC 6311
Contact:	<p>Center for Educational Performance and Information</p> <p>CEPI@michigan.gov</p> <p>517-335-0505</p>

State

Characteristic Name:	State
Component:	EC Personal Demographics
Characteristic Label:	State
System Expectation:	Conditional; data is required when the student is not identified as homeless.
Description:	The state or province where the student's primary residence or last known residence, is located
Use:	Assists in student identification and tracking
Instructions:	<p>Enter or choose from the list the two-character alphabetic abbreviation of the current or last known state or province where the student resides.</p> <p>Approved U.S. Postal Service abbreviations from the U.S. Postal Service may be found at http://www.usps.com/ncsc/lookups/usps_abbreviations.htm. A partial list is provided in Appendix A: U.S. Postal Service Abbreviations.</p>
Business Rules:	<p>File upload – When included, this characteristic must contain an approved two-character alphabetic abbreviation.</p> <p>Staging area/quality review - If this characteristic is null or left blank and the Homeless characteristic does not contain a valid code, a record-level error will be triggered. A record-level error will also occur if this characteristic is populated and contains anything other than an approved two-character alphabetic abbreviation. Certification of the file will not be allowed until all errors are resolved.</p>
Dependencies:	Homeless
SRSD Field Reference:	None
Citation:	NCLB, 20 USC 6311
Contact:	<p>Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505</p>

ZIP Code

Characteristic Name:	ZIP Code
Component:	EC Personal Demographics
Characteristic Label:	ZIPCode
System Expectation:	Conditional; data required when student is not identified as homeless.
Description:	The U.S. Postal Service ZIP Code for the area where the student's primary residence or last known residence, is located
Use:	Assists in student identification and tracking
Instructions:	Enter the 5 or nine-digit ZIP Code for the area where the student's primary residence or last known residence, is located. If there is no four-digit code, pad with five blanks (NNNNNbbbb).
Business Rules:	<p>File upload – When included, this characteristic must contain ten characters (may include blanks) or the file will be rejected.</p> <p>Staging area/quality review - If this characteristic is null or left blank and the Homeless characteristic does not contain a valid code, a record-level error will be triggered. A record-level error will also occur if this characteristic is populated with anything other than a five-digit code followed by a hyphen followed by four-digits or a five-digit code followed by five blanks. Certification of the file will not be allowed until all errors are resolved.</p>
Dependencies:	Homeless
SRSD Field Reference:	None
Citation:	NCLB, 20 USC 6311
Contact:	Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505

Resident County Code

Characteristic Name:	Resident County Code
Component:	EC Personal Demographics
Characteristic Label:	ResidentCountyCode
System Expectation:	Required data
Description:	This is the geographic county in which the student's primary residence or last known residence is located. NOTE: The resident county may or may not be the same as the county in which the program providing services is located.
Use:	Assists in student identification and tracking.
Instructions:	Enter the two-digit code from the list below, for the geographic county where the student's primary residence or last known residence, is located.

Accepted County Codes

01	Alcona County	29	Gratiot County
02	Alger County	30	Hillsdale County
03	Allegan County	31	Houghton County
04	Alpena County	32	Huron County
05	Antrim County	33	Ingham County
06	Arenac County	34	Ionia County
07	Baraga County	35	Iosco County
08	Barry County	36	Iron County
09	Bay County	37	Isabella County
10	Benzie County	38	Jackson County
11	Berrien County	39	Kalamazoo County
12	Branch County	40	Kalkaska County
13	Calhoun County	41	Kent County
14	Cass County	42	Keweenaw County
15	Charlevoix County	43	Lake County
16	Cheboygan County	44	Lapeer County
17	Chippewa County	45	Leelanau County
18	Clare County	46	Lenawee County
19	Clinton County	47	Livingston County
20	Crawford County	48	Luce County
21	Delta County	49	Mackinac County
22	Dickinson County	50	Macomb County
23	Eaton County	51	Manistee County
24	Emmet County	52	Marquette County
25	Genesee County	53	Mason County
26	Gladwin County	54	Mecosta County
27	Gogebic County	55	Menominee County
28	Grand Traverse County	56	Midland County

Business Rules:

File upload – The file will be rejected when this characteristic is missing from the XML file or contains anything other than a code from the Accepted County Codes list.

Staging area/quality review – A record-level error will be triggered and prevent certification of the file when this characteristic is missing or contains anything other than a code from the Accepted County Codes list.

Dependencies:

None

SRSD Field Reference:

None

Citation:

NCLB, 20 USC 6311

Contact:

Center for Educational Performance and Information
CEPI@michigan.gov
517-335-0505

Phone

Characteristic Name:	Phone
Component:	EC Personal Demographics
Characteristic Label:	Phone
System Expectation:	Optional data
Description:	The primary telephone number used to contact the student and/or the student's parent or guardian
Use:	Assists in student identification and tracking
Instructions:	<p><i>Phone will be removed for next school year. It is recommended that you do not submit data in this characteristic.</i></p> <p>Enter the primary contact telephone number, including area code and extension (when applicable). The format of this characteristic is free-form text and may include up to 50 characters.</p>
Business Rules:	<p>File upload – When included, this characteristic must not contain more than 50 characters or the file will be rejected.</p> <p>Staging area/quality review – None.</p>
Dependencies:	None
SRSD Field Reference:	None
Citation:	NCLB, 20 USC 6311
Contact:	<p>Center for Educational Performance and Information CEPI@michigan.gov 517-335-0505</p>

Homeless

Characteristic Name:	Homeless
Component:	EC Personal Demographics
Characteristic Label:	Homeless
System Expectation:	Optional data
Description:	When the student has been identified as lacking a fixed, regular and adequate residence he/she is considered "homeless." Report the student's primary type of temporary residence/shelter in this characteristic.
Use:	Assists in student identification and tracking
Instructions:	Enter the code from this list which best identifies his/her most frequent primary nighttime residence.

- 1 Homeless shelter
- 2 Youth shelter
- 3 Victim shelter
- 4 Doubled-up
- 5 Motel/hotel
- 6 Other location
- 7 Temporary arrangement
- 8 Unknown
- 9 Regained permanent housing

Do not include this characteristic when the student has not been identified as being homeless. For a file upload, this data element should not be present. For online data entry, do not enter data in the characteristic.

A student who becomes homeless for any period of time within the school year is eligible for all homeless services for the entire school year. The data reported in this field should indicate the homeless student's most frequent primary nighttime residence during the period of time covered by the collection.

When a student regains permanent housing, report code "9" (Regained permanent housing) beginning with the first collection when the student did not experience any period of time without a permanent residence. For example: A student becomes homeless in August and his/her family moves in with relatives. In January, the student and his/her family move into their own apartment. The student should be reported with code "3" (Doubled-up) for the fall and spring collections, as the student experienced periods of homelessness in both time frames. For the end-of-year collection, the student will be reported with code "9" (Regained permanent housing), as the family did not experience any period of homelessness during this time frame.

Please note that according to legislation the homeless student who becomes "housed" during the school year remains eligible for all services until the end of the school year. This includes free lunch eligibility.

Business Rules:

File upload – When this characteristic is included, it must contain one of the codes listed above or the file will be rejected.

Staging area/quality review - When this characteristic is populated, it must contain one of the codes listed above or a record-level error will be triggered and certification of the file will be prevented.

Dependencies:

Street Address, City, State, ZIP Code

SRSD Field Reference:

Field 34: Homeless

Citation:

School Aid Act, MCL 388.1763a; McKinney-Vento Homeless Assistance Act, 42 USC 11431; NCLB, 20 USC 7824, 20 USC 6311, 20 USC 6315, 20 USC 7112, 20 USC 7251, 20 USC 7824.

Contact:

Michigan Department of Education
Office of School Improvement: Curriculum and Instruction
Linda Forward
ForwardL@michigan.gov
517-373-8480

EC Programs Component

For each early childhood program or service in which the student/child participates, complete an EC Programs component. There is a minimum requirement of one EC Programs component. There is no maximum limitation, other than no more than one per program type, on the number of EC Programs components that may be included.

EC Program

Characteristic Name:	EC Program
Component:	EC Programs
Characteristic Label:	ECProgram
System Expectation:	Required data
Description:	Indicate the early childhood program or service in which the child is participating.
Use:	Funding, grant compliance and federal reporting purposes
Instructions:	Enter the code from this list which identifies the program or service:

- 01 Great Start Readiness Program (GSRP)
- 03 Head Start
- 04 Title I Preschool
- 05 Child Care
- 06 Even Start Family Literacy Program
- 07 0-3 Secondary Prevention
- 10 Early Head Start
- 11 Great Parents Great Start (GPGS)
- 17 Tuition-Based Preschool
- 99 Other Program

More detail on each program type may be found in Appendix B: Early Childhood Program Definitions.

Early childhood programs generally refer to programs intended for children from birth to kindergarten entry (that is, up to but not including kindergarten).

Developmental/retention kindergarten, early intervention (*Early On*[®]) and special education preschool students are not to be reported in the this collection.

A student/child may only be actively enrolled with one entity per program type statewide at a time except for Tuition-Based Preschool (17) or Child Care (05). (e.g., a child may not be enrolled in a Head Start program administered by Happy Valley Child Development and also in a Head Start program administered by Meadow View Public Schools.)

Business Rules:	File upload – If this characteristic is missing, left blank or contains a value other than those listed, the file will be rejected.
------------------------	--

Staging area/quality review - Failure to enter this characteristic or entering a value other than those listed will trigger a record-level error.

Records must comply with the program-specific rules outlined in Appendix C: Early Childhood Program Business Rules. Records that do not follow all the applicable business rules will incur errors. All errors must be resolved before the file may be certified.

Dependencies:	EC Days Per Week, EC Hours Per Day
SRSD Field Reference:	Field 52: Early Childhood Enrollment
Citation:	School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i
Contact:	Michigan Department of Education Office of Early Childhood Education and Family Services 517-373-8483

EC Program Start Date

Characteristic Name:	EC Program Start Date
Component:	EC Programs
Characteristic Label:	ECProgramStartDate
System Expectation:	Required data
Description:	Indicate the date (month, day and year) the child first received early childhood programming or services through the program reported.
Use:	Funding, grant compliance and federal reporting purposes
Instructions:	Enter the date (month, day and year) the child first received services through the program reported in EC Program. The date entered may not be greater than the system date (no future dates) and must be equal to or later than the date reported in Date of Birth.

File Upload

EC Program Start Date must be reported in the standard XML format of CCYY-MM-DD, where CCYY is the four-digit year, MM is the two-digit month and DD is the two-digit day.

Year (CCYY): Length 4
 Month (MM): Length 2, Format: 01-12 (leading zero required)
 Day (DD): Length 2, Format: 01-31 (leading zero required)

Online data entry

The EC Program Start Date may be entered in any of the following formats: MM-DD-CCYY, MM-DD-YY or CCYY-MM-DD.

Business Rules:	<p>File upload – If this characteristic is missing, left blank or does not follow the standard XML date format of CCYY/MM/DD the file will be rejected.</p> <p>Staging area/quality review - If this characteristic is missing, left blank or does not follow one of the accepted formats, it will trigger a record-level error. Entering a date which occurs before the date reported in Date of Birth or after the system date will cause a record-level error. All errors must be resolved before the file may be certified.</p>
Dependencies:	EC Program End Date; Date of Birth
SRSD Field Reference:	None

Citation: School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i

Contact: Michigan Department of Education
Office of Early Childhood Education and Family Services
517-373-8483

EC Program End Date

Characteristic Name:	EC Program End Date
Component:	EC Programs
Characteristic Label:	ECProgramEndDate
System Expectation:	Optional data
Description:	Indicate the date (month, day and year) the child last received early childhood programming or services through the program reported.
Use:	Funding, grant compliance and federal reporting purposes.
Instructions:	Enter the date (month, day and year) the child last received services in this program. The date entered may not be greater than the system date (no future dates) and must be equal to or later than the dates entered in EC Program Start Date and the Date of Birth.

File Upload

EC Program End Date must be reported in the standard XML format of CCYY-MM-DD, where CCYY is the four-digit year, MM is the two-digit month and DD is the two-digit day.

Year (CCYY): Length 4
Month (MM): Length 2, Format: 01-12 (leading zero required)
Day (DD): Length 2, Format: 01-31 (leading zero required)

Online Data Entry

The EC Program End Date may be entered in any of the following formats: MM-DD-CCYY, MM-DD-YY or CCYY-MM-DD.

When this characteristic is reported, EC Program Exit Reason must also be completed.

Business Rules:	<p>File upload – If this characteristic is included it must not be left blank or contain spaces and must follow the standard XML date format of CCYY-MM-DD, or the file will be rejected.</p> <p>Staging area/quality review – When this characteristic is reported, it must follow one of the accepted formats or a record-level error will be triggered. Entering a date which occurs before the date reported in EC Program Start Date will cause a record-level error. All errors must be resolved before the file may be certified.</p>
Dependencies:	EC Program Start Date; EC Program Exit Reason
SRSD Field Reference:	None

Citation: School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i

Contact: Michigan Department of Education
Office of Early Childhood Education and Family Services
517-373-8483

EC Program Exit Reason

Characteristic Name:	EC Program Exit Reason
Component:	EC Programs
Characteristic Label:	ECProgramExitReason
System Expectation:	Conditional; data is required when EC Program Exit Date is reported.
Description:	Indicate the primary reason for the child leaving the reported early childhood program.
Use:	Funding, grant compliance and federal reporting purposes
Instructions:	<p>Enter the code from the list below that best describes the reason the child left the program:</p> <ul style="list-style-type: none">063 Program Completed064 Parent Initiated Transfer065 Program Initiated Transfer (e.g., special ed referral)066 Child's Behavior Does Not Meet Expectations (e.g., expulsion)067 Parent Withdrew Child (e.g., move from district, no information on subsequent program, etc.)068 Death of Child069 Program Termination (e.g., license expired, lack of enrollment, insufficient funds, staffing issues, building condemned, etc.)999 Other Reason or Reason Unknown/Undetermined <p>More detail on each exit reason may be found in Appendix D: Early Childhood Program Exit Definitions.</p>
Business Rules:	<p>File upload – When reported, if this characteristic is left blank or contains a value other than those listed the file will be rejected.</p> <p>Staging area/quality review – When EC Program Exit Date is reported, failure to enter this characteristic or entering a value other than those listed will trigger a record-level error and prevent certification of the file.</p> <p>If this characteristic is reported and EC Program Exit Date does not contain a valid date, an error will be triggered and prevent certification of the file.</p>
Dependencies:	EC Program Start Date, EC Program End Date
SRSD Field Reference:	Field 53: Early Childhood Exit/Completion Reason
Citation:	School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i

Contact:

Michigan Department of Education
Office of Early Childhood Education and Family Services
517-373-8483

EC Delivery Method

Characteristic Name:	EC Delivery Method
Component:	EC Programs
Characteristic Label:	ECDeliveryMethod
System Expectation:	Required data
Description:	Indicate the primary location where the child attends the reported program or receives early childhood services.
Use:	Funding, grant compliance and federal reporting purposes
Instructions:	<p>Enter the code from the list below that best describes the program or service location:</p> <ol style="list-style-type: none">1 School based: provided within a facility identified in EEM as a school.2 Community based: provided in a facility identified in EEM as a unique educational program (UEP) or not listed in EEM.3 Home based: provided within the child's home.
Business Rules:	<p>File upload – If this characteristic is missing, left blank or contains a value other than those listed, the file will be rejected.</p> <p>Staging area/quality review - Failure to enter data for this characteristic or entering a value other than those listed will trigger a record-level error and prevent certification of the file.</p>
Dependencies:	None
SRSD Field Reference:	None
Citation:	School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i
Contact:	Michigan Department of Education Office of Early Childhood Education and Family Services 517-373-8483

EC Days Per Week

Characteristic Name:	EC Days Per Week
Component:	EC Programs
Characteristic Label:	ECDaysPerWeek
System Expectation:	Conditional; data is required only when EC Program reported is 01-Great Start Readiness Program, 03-Head Start or 04-Title I Preschool.
Description:	Indicate the number of days per week the child is expected to attend or receive the reported early childhood program or service.
Use:	Funding, monitor grant compliance and federal reporting purposes
	Instructions: Enter a number between 1 and 7 to indicate the number of days during the week that the student is scheduled to receive services.
	Data must be reported in this characteristic for children enrolled in GSRP, Head Start or Title I Preschool programs.
	When this characteristic is reported, EC Hours Per Day must also be reported.
Business Rules:	File upload – When submitted, if this characteristic is left blank, contains a non-numeric character or contains a value less than 1 or greater than 7, the file will be rejected.
	Staging area/quality review – Entering a non-numeric character or entering a value less than 1 or greater than 7 will result in a record-level error.
	When EC Program reported is 01-Great Start Readiness Program, 03-Head Start or 04-Title I Preschool failure to enter data in this characteristic will trigger a record-level error.
	All errors must be resolved before the file may be certified.
Dependencies:	EC Program; EC Hours Per Day
SRSD Field Reference:	None
Citation:	School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i
Contact:	Michigan Department of Education Office of Early Childhood Education and Family Services 517-373-8483

EC Hours Per Day

Characteristic Name:	EC Hours Per Day
Component:	EC Programs
Characteristic Label:	ECHoursPerDay
System Expectation:	Conditional; data is required only when EC Days Per Week is reported
Description:	Indicate the number of hours per scheduled session that the child is expected to attend or receive the reported early childhood program or service.
Use:	Funding, grant compliance and federal reporting purposes
Instructions:	<p>Enter a number between 0.5 and 24.0 to indicate the number of hours per day that the student is scheduled to receive services. Hours are reported in half-hour increments.</p> <p>When the EC Days Per Week characteristic is reported, this characteristic must also be reported. (Note: EC Days Per Week must be reported for children enrolled in GSRP or Head Start programs.)</p>
Business Rules:	<p>File upload – If this characteristic is left blank, contains a non-numeric character or a value less than 0.5 or greater than 24.0 the file will be rejected.</p> <p>Staging area/quality review – Entering a non-numeric character or entering a value less than 0.5 or greater than 24.0 will result in a record-level error.</p> <p>When EC Days Per Week is reported, failure to enter this characteristic will trigger a record-level error.</p> <p>All errors must be resolved before the file may be certified.</p>
Dependencies:	EC Program, EC Days Per Week
SRSD Field Reference:	None
Citation:	School Aid Act, MCL 388.1632b, 388.1632d, 388.1637, 388.1638; 20 USC 6381i
Contact:	Michigan Department of Education Office of Early Childhood Education and Family Services 517-373-8483

Appendices

Appendix A: U.S. Postal Service Abbreviations

The following U.S. Postal Service abbreviations are from the United States Postal Service (http://www.usps.com/ncsc/lookups/usps_abbreviations.htm).

Street Suffixes					
Whether you're addressing to an AVE (Avenue), BYU (Bayou), BLVD (Boulevard) or other type of RD (Road)					
Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
Alley	ALY	Causeway	CSWY	Estates	EST
Annex	ANX	Center	CTR	Expressway	EXPY
Arcade	ARC	Circle	CIR	Extension	EXT
Avenue	AVE	Cliffs	CLFS	Fall	FALL
Bayou	BYU	Club	CLB	Falls	FLS
Beach	BCH	Corner	COR	Ferry	FRY
Bend	BND	Corners	CORS	Field	FLD
Bluff	BLF	Course	CRSE	Fields	FLDS
Bottom	BTM	Court	CT	Flats	FLTS
Boulevard	BLVD	Courts	CTS	Ford	FRD
Branch	BR	Cove	CV	Forest	FRST
Bridge	BRG	Creek	CRK	Forge	FRG
Brook	BRK	Crescent	CRES	Fork	FRK
Burg	BG	Crossing	XING	Forks	FRKS
Bypass	BYP	Dale	DL	Fort	FT
Camp	CP	Dam	DM	Freeway	FWY
Canyon	CYN	Divide	DV	Gardens	GDNS
Cape	CPE	Drive	DR	Gateway	GTWY
Glen	GLN	Mills	MLS	Shoals	SHLS
Green	GRN	Mission	MSN	Shore	SHR
Grove	GRV	Mount	MT	Shores	SHRS
Harbor	HBR	Mountain	MTN	Spring	SPG
Haven	HVN	Neck	NCK	Springs	SPGS
Heights	HTS	Orchard	ORCH	Spur	SPUR
Highway	HWY	Oval	OVAL	Square	SQ
Hill	HL	Park	PARK	Station	STA
Hills	HLS	Parkway	PKWY	Stravenue	STRA
Hollow	HOLW	Pass	PASS	Stream	STRM
Inlet	INLT	Path	PATH	Street	ST
Island	IS	Pike	PIKE	Summit	SMT
Islands	ISS	Pines	PNES	Terrace	TER
Isle	ISLE	Place	PL	Trace	TRCE
Junction	JCT	Plain	PLN	Track	TRAK
Key	KY	Plains	PLNS	Traffic way	TRFY
Knolls	KNLS	Plaza	PLZ	Trail	TRL
Lake	LK	Point	PT	Trailer	TRLR
Lakes	LKS	Port	PRT	Tunnel	TUNL
Landing	LNDG	Prairie	PR	Turnpike	TPKE
Lane	LN	Radial	RADL	Union	UN

Street Suffixes

Whether you're addressing to an AVE (Avenue), BYU (Bayou), BLVD (Boulevard) or other type of RD (Road)

Word	Abbreviation	Word	Abbreviation	Word	Abbreviation
Light	LGT	Ranch	RNCH	Valley	VLV
Loaf	LF	Rapids	RPDS	Viaduct	VIA
Locks	LCKS	Rest	RST	View	VW
Lodge	LDG	Ridge	RDG	Village	VLG
Loop	LOOP	River	RIV	Ville	VL
Mall	MALL	Road	RD	Vista	VIS
Manor	MNR	Row	ROW	Walk	WALK
Meadows	MDWS	Run	RUN	Way	WAY
Mill	ML	Shoal	SHL	Wells	WLS

Secondary Unit Designator

Indicates the type of residential or commercial unit mail is sent to, such as APT (apartment), STE (suite) or TRLR (trailer).

Secondary Unit Designator	Approved Abbreviation
APARTMENT	APT
BASEMENT	BSMT *
BUILDING	BLDG
DEPARTMENT	DEPT
FLOOR	FL
FRONT	FRNT *
HANGAR	HNGR
LOBBY	LBBY *
LOT	LOT
LOWER	LOWR *
OFFICE	OFC *
PENTHOUSE	PH *
PIER	PIER
REAR	REAR *
ROOM	RM
SIDE	SIDE *
SLIP	SLIP
SPACE	SPC
STOP	STOP
SUITE	STE
TRAILER	TRLR
UNIT	UNIT
UPPER	UPPR *

* Does not require secondary range number to follow

State Abbreviations: Includes United States and other countries (not Canada)

Full Name	Abbreviation
ALABAMA	AL
ALASKA	AK
AMERICAN SAMOA	AS
ARIZONA	AZ
ARKANSAS	AR
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COLUMBIA	DC
FEDERATED STATES OF MICRONESIA	FM
FLORIDA	FL
GEORGIA	GA
GUAM	GU
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARSHALL ISLANDS	MH
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND
NORTHERN MARIANA ISLANDS	MP

Full Name	Abbreviation
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PALAU	PW
PENNSYLVANIA	PA
PUERTO RICO	PR
RHODE ISLAND	RI
SOUTH CAROLINA	SC
SOUTH DAKOTA	SD
TENNESSEE	TN
TEXAS	TX
UTAH	UT
VERMONT	VT
VIRGIN ISLANDS	VI
VIRGINIA	VA
WASHINGTON	WA
WEST VIRGINIA	WV
WISCONSIN	WI
WYOMING	WY

Military "State" Abbreviations

Full Name	Abbreviation
Armed Forces Africa	AE
Armed Forces Americas (except Canada)	AA
Armed Forces Canada	AE
Armed Forces Europe	AE
Armed Forces Middle East	AE
Armed Forces Pacific	AP

Canadian Province Abbreviations

Full Name	Abbreviation
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Nova Scotia	NS
Northwest Territories	NT
Nunavut	NU
Ontario	ON
Prince Edward Island	PE
Quebec	QC
Saskatchewan	SK
Yukon	YT

Appendix B: Early Childhood Program Definitions

- 01 **Great Start Readiness Program (GSRP)** Center-based preschool or home-based services for children who are 4 years old on or before December 1 and who may be at risk of school failure. Each child must have two of the 25 identified risk factors; more than 50 percent of the children must meet the current definition for low income. This program is funded under the State School Aid Act, Section 32d, 37-40 or through a competitive Great Start Readiness Program grant (Section 32l.) NOTE: This program was formerly called the Michigan School Readiness Program (MSRP).
- 03 **Head Start.** Children 3 through 5 years of age served in school districts by local grantees or delegates of the federal Head Start program. Intended to serve children whose family income is at or below federal poverty guidelines and in some cases up to 130 percent of the poverty guidelines.
- 04 **Title I Preschool.** A program for children who are not yet age-eligible for kindergarten in districts that provide services utilizing Title I, Part A of the Elementary and Secondary Education Act (ESEA), as long as they follow current rules for preschool services under Title I.
- 05 **Child Care.** Children birth-to-kindergarten ages, receiving services in a classroom program provided through a regular or community education program. Child-care reimbursement may be provided by Human Services or scholarships.
- 06 **Even Start Family Literacy Program.** Children birth through age 7 in programs that integrate early childhood education, adult literacy or adult basic education and parenting education into a unified family literacy program. Funding is through Part B (subpart 3) of Title I of the Elementary and Secondary Education Act, as amended by the *No Child Left Behind Act*.
- 07 **0-3 Secondary Prevention Grants.** Children receiving services that are designed to foster positive parenting skills, improve parent/child interaction, promote access to needed community services, increase local capacity to serve families at risk, improve school readiness and support healthy family environments that discourage alcohol, tobacco and other drug use. The grant is managed by the Children's Trust Fund utilizing interagency funding, including Section 32c of the State School Aid Act.
- 10 **Early Head Start.** Children from birth to age three served in school districts by local grantees of the federal Head Start program.
- 11 **Great Parents, Great Start (GPGS).** Children birth to age 5 whose parents are receiving intensive parenting services through intermediate school district activities. Funded under the State School Aid Act, Section 32j.
- 17 **Tuition-Based Preschool.** Children birth-to-kindergarten age receiving services in a classroom program provided through a regular or community education program. Parents pay tuition to enroll their children.
- 99 **Other Program.** District-sponsored programs not defined above. Free, comprehensive programs not operated with state or federal funds.

Appendix C: Early Childhood Program Business Rules

Program Type	R – Required O – Optional			Program Type Business Rules / Comments
	Report Period			
	Feb	June	Sept	
Great Start Readiness Program (GSRP)	R	R	R	<ul style="list-style-type: none">• Ages >=4 <5 as of Dec 1• May only be in one GSRP program at a time statewide• A child in a full day GSRP program cannot receive partial or alternate day in any other funded classroom program (Head Start, Title I, Special Education full FTE). Blended GSRP/Head Start (full-day) is recorded as Head Start and part-day GSRP• Must report the number of days per week and hours per day of program services provided; (Blended GSRP/Head Start reports part day GSRP hours here).• Must be exited at end of year
Head Start	O	O	O	<ul style="list-style-type: none">• Must report the number of days per week and hours per day of program services provided; (Blended GSRP/Head Start reports part day Head Start hours here).
Title I Preschool or Services	O	O	O	
Child Care	O	O	O	
Even Start Family Literacy Program	O	O	O	
0-3 Secondary Prevention	O	O	O	<ul style="list-style-type: none">• Age must be < 4; Child must be exited as of 4th birthday.
Early Head Start	O	O	O	<ul style="list-style-type: none">• Age must be < 3. Child must be exited as of 3rd birthday.
Great Parents/Great Start (GPGS)	O	O	R	<ul style="list-style-type: none">• Age must be < 5 as of Dec. 1
Tuition-Based Preschool	O	O	O	
"Other"	O	O	O	

Appendix D: Early Childhood Program Exit Definitions

- 063 **Program Completed.** Used for a child who enrolled and completed regularly scheduled or prescribed program. This code applies to children who successfully completed the program OR has "aged out" of the program or the program has reached the end of the school/program year.
- 064 **Parent Initiated Transfer.** Parent makes a request to transfer out of one early childhood program and into another early childhood program; e.g., from Head Start to a Great Start Readiness Program or Early Childhood Special Education, etc. This request results in the child making a transfer prior to completion of the original program.
- 065 **Program Initiated Transfer.** Program staff makes a referral to another early childhood program which results in parental consent to transfer the child from the current program into a different early childhood program. (e.g., special ed referral)
- 066 **Child's Behavior Does Not Meet Expectations.** Program staff is not able to accommodate a child with extreme behaviors that may result in injury to other children and staff and/or make program management impossible. (e.g., expulsion)
- 067 **Parent Withdrew Child.** Parent withdraws child for any reason. This would include families moving out of the district.
- 068 **Death of Child.** The child has died.
- 069 **Program Termination.** The program has closed and is no longer providing services. (e.g., license expired, lack of enrollment, insufficient funds, staffing issues, building condemned, etc.)